

Foster Coordinator Volunteer is Needed for our Trainer Facility



We have an immediate need for a Foster Coordinator.

This is a Core Volunteer position and requires a time commitment of 30 hours per week, sometimes more. If you are interested, please read the below description carefully.

The foster coordinator works directly with clinic staff to place cats into foster homes. Foster coordinator is responsible for guiding fosters from beginning to end. This includes: providing basic foster information, setting pick up time of foster cats, answering questions throughout the fostering process or directing them to medical contact when necessary, ensuring their cats and kittens are up to date on medical treatments, finally placing their foster cats in an adoption center.

The time commitment is Big (30 hours plus a week) but the rewards (cats will find homes and not be returned to the streets) are also Big. Training is provided for this position.

- Must have availability in morning & afternoon on Mondays and Thursdays to text/call fosters in order to coordinate pick up of foster cats at our Trainer facility on clinic days.
- Can be done from home! A plus if the volunteer can also make themselves available throughout the week to meet fosters at the facility.
- Must be motivated and comfortable with asking people to foster.
- Texting is required.
- Must have basic computer skills in order to view/update our database.
- Good communication and organization skills a must.

What happens on a Monday and Thursday, is in the morning, the foster coordinator will receive a text from clinic staff with all of the cats/kittens Forgotten Cats will be keeping from that surgery day and placing for adoption. At that point, the foster coordinator will then begin texting and calling fosters to try to place those cats directly into foster homes. *It is essential that the foster coordinator understand the Sense of Urgency.*

IF YOU ARE INTERESTED IN THIS POSITION, PLEASE EMAIL US AT INFO@FORGOTTENCATS.ORG AND ALSO INCLUDE A CONTACT PHONE NUMBER.

Forgotten Cats, Inc.

